

Helpful Tips for Course Completion



Welcome to the Preparation Exam for the CAPM Certification course. In this two-week class, you can expect to spend approximately four to five hours per module. Here are some tips regarding self-paced learning and getting the most out of this course.

1. Familiarize yourself with the course content:

- ☐ Browse the module overviews and objectives to get a feel for the content of each module. Get accustomed to the order of the content.

2. Form your plan and make a rough timeline for course completion:

- ☐ Now that you are familiar with the content in each module, look at the overall completion time estimates for the assets in the modules. Set a reasonable time goal that allows you to complete each module. Determine when you would like to finish the course and schedule time, preferably each day, to study.
- ☐ When you get to module two, set aside enough time to complete the entire exam in one sitting.

3. Actively manage your learning:

Complete your independent tasks:

- ☐ Take notes while watching the instructional videos and reviewing the readings.
- ☐ You can download the transcripts for the videos and highlight the parts of the narration that you think are most important.

Pass the practice quizzes:

- ☐ Review your study notes from the previous courses.
- ☐ Complete all four of the practice quizzes, one from each domain. Review the quiz feedback for correct and incorrect responses. Retake the practice quizzes until you get all the answers correct. Limit yourself to two minutes per question.
- ☐ Wait until you get all questions correct on the practice quizzes before moving on to the practice exam. Make sure you understand the correct answers for each question.

Take the practice exam:

- ☐ When you are ready, take the practice exam in module two. Make sure you have blocked off three hours to take the exam.
- ☐ After completing the exam, review the questions you got incorrect and ensure you understand which answer is correct and why.

4. Talk to your friends and family about the course:

- ☐ Be accountable and commit to the course by talking to your friends and family. Engage them in conversation about your progress.

5. Follow your plan:

- ☐ Now that you have a plan keep yourself motivated by rewarding yourself as you achieve the goals you made in step two!